



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
INSTITUTIONAL COOK III	29	H	3.207
INSTITUTIONAL COOK II	27	H	3.203
INSTITUTIONAL COOK I	25	H	3.206

### SERIES CONCEPT

Institutional Cooks prepare and/or supervise quantity food preparation and serving according to standardized menus and recipes in an institutional setting.

Serve or supervise the serving of meals cafeteria style, or the delivery of bulk or individual servings as special situations may require; ensure food quality and food portion control by utilizing standard measuring devices, equipment, standardized recipes, and food production sheets to maintain established food cost control and quality.

Prepare special dietary meals for individuals requiring low sodium, low calorie, low cholesterol or other special diets prescribed by a physician.

Train food service personnel in the operation of kitchen equipment such as food choppers, meat grinders, peelers, steam cookers, ovens, and mixing machines; demonstrate methods of food preparation, cooking and baking.

Prepare food delivery carts to transport prepared meals to individuals unable to eat in the common dining area.

Maintain a clean and sanitary kitchen environment including equipment, dining areas, eating utensils and food storage areas; direct staff in cleaning activities including dishwashers, defrosting and cleaning refrigerators, and disassembling and cleaning stoves, ovens and grills to ensure compliance with health codes and sanitation requirements.

Ensure proper rotation of food and supply inventories using oldest stock first; minimize food wastage by ensuring proper food preparation processes and utilizing leftovers as ingredients in other meals as appropriate; perform complete inventory of food and supplies periodically.

Monitor cost control on a per plate basis by ordering appropriate quantities food items and supplies in accordance with established policies and guidelines and by using portion control; maintain necessary reports and records for analysis and accounting purposes.

Prepare and submit orders for commodity foods including fresh, frozen and canned food as well as sugar, flour, wrapping supplies, utensils, and cleaning supplies; maintain appropriate supply levels.

Perform related duties as assigned.

\*\*\*\*\*

INSTITUTIONAL COOK III	29	H	3.207
INSTITUTIONAL COOK II	27	H	3.203
INSTITUTIONAL COOK I	25	H	3.206

Page 2 of 3

## CLASS CONCEPTS

**Institutional Cook III:** Positions allocated to this class work under general supervision in an institutional facility serving meals daily to over 500 individuals. Incumbents, in addition to performing the full range of duties described in the series concept, order and obtain food and kitchen supplies; schedule, assign, coordinate and review work of a staff of 20 or more inmates on an assigned shift; provide training and orientation to new staff/inmates regarding agency policies and procedures, food preparation and service, and health and safety regulations.

**Institutional Cook II:** Positions allocated to this class work under general supervision in an institutional facility serving meals daily to 100 to 500 individuals. Incumbents, in addition to performing the full range of duties described in the series concept, order and obtain food and kitchen supplies; schedule, assign, coordinate and review work of a staff of approximately five students/inmates on an assigned shift; provide training and orientation to new staff in agency policies and procedures, food preparation and service, and health and safety regulations.

**Institutional Cook I:** Under general supervision, incumbents perform the full range of duties described in the series concept. Incumbents prepare and serve food for groups of less than 100 individuals in a non-residential setting, and may supervise food service workers.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### **INSTITUTIONAL COOK III**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and four years of experience which involved planning, preparation and serving of regular and special meals; following established menus; ordering food supplies; and maintaining records in an institutional food service facility. One year of the required experience must have been in a supervisory capacity; **OR** one year of experience as an Institutional Cook II in Nevada State service; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** institutional food preparation methods and practices; and supervisory techniques and practices. **Ability to:** train and supervise others in the preparation of three meals daily for over 500 individuals in an institutional setting; plan, organize and coordinate food preparation and bakery operations; schedule and assign food service and bakery duties to a large staff; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** State purchasing policies and procedures; and State and federal regulations related to supervision of personnel and/or inmates.

### **INSTITUTIONAL COOK II**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and three years of experience which involved preparation and serving of food according to standardized menus in an institutional food service facility; **OR** one year of experience as an Institutional Cook I in Nevada State service; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** quantity food preparation methods and practices; culinary terminology; and special diets such as low sodium, diabetic diet, high or low fiber, high or low calories and others. **General knowledge of:** quantity food purchasing practices. **Ability to:** coordinate the overall operation of a quantity

## MINIMUM QUALIFICATIONS (cont'd)

### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

food preparation unit serving three meals daily to over 100 individuals; train and provide work direction to others in the preparation of institutional meals; *and all other knowledge, skills and abilities required in the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** agency policies and procedures related to food preparation and serving. **General knowledge of:** supervisory techniques and practices.

### INSTITUTIONAL COOK I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience which involved preparation and serving of meals according to standardized menus in a quantity food service facility; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**General knowledge of:** menu planning; quantity food preparation methods and practices; health and sanitation regulations applicable to food preparation; and fire and safety hazards related to food preparation, food production service and equipment operation. **Ability to:** read and follow recipes for a wide variety of food items; utilize materials and equipment used in a quantity food service facility; and prepare a high volume of meals according to established schedules.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** State health, safety, and sanitation regulations and procedures related to operation of a high volume dining or food service facility. **Ability to:** calculate weights and measures for standard recipes; safely operate various types of culinary equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>3.207</u>	<u>3.203</u>	<u>3.206</u>
ESTABLISHED:	7/1/89P	1/1/61	1/1/61
REVISED:	5/20/88PC	8/1/68	8/1/68
REVISED:		7/1/89P	7/1/89P
		5/20/88PC	5/20/88PC
REVISED:	7/1/99P	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC	10/2/98PC